

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 19-73

23 July 1973

TO: All Training Officers of the Agency

BEFORE-AND-AFTER-HOURS LANGUAGE TRAINING PROGRAM (BAHLT)

The Before-and-After-Hours Language Training Program (BAHLT) will offer off-duty classes beginning 10 September 1973 and continuing through 14 June 1974, with a two-week break for the Christmas holidays.

The following classes will be offered; class hours are subject to negotiation by consensus in the individual classes:

| <u>Language</u> | <u>Location</u> | <u>Schedule</u> |
|---------------------|---------------------|-----------------------|
| First-year French | Headquarters | 0650-0830 T, Th, F |
| First-year French | Headquarters | 1700-1840 M, W, Th |
| Second-year French | Headquarters | 0715-0830 T, W, Th, F |
| First-year German | Headquarters | 1700-1840 M, W, Th |
| Second-year German | Headquarters | 1700-1840 T, W, Th |
| First-year Russian | Headquarters | 1700-1840 M, W, Th |
| First-year Spanish | Headquarters | 0700-0815 T, W, Th, F |
| First-year Spanish | Headquarters | 1700-1840 M, W, Th |
| Second-year Spanish | Chamber of Commerce | 1700-1840 M, W, Th |

BAHLT courses are open to employees in all directorates. Class sizes are limited, and applicants will be notified whether or not they have been selected for participation in the program. Candidates for second-year courses are eligible provided they have satisfactorily completed the first-year course or have a tested 1+ (Slight plus) proficiency in speaking the language and are familiar with material equivalent to that offered in the first-year courses.

The Modern Language Aptitude Test (MLAT) is a requirement for all Language School courses. Employees planning to enroll in September who have not taken the test must make arrangements to do so through their Training Officers at the earliest opportunity. It is not necessary to have received the results of the MLAT before forwarding the training request. Participants who anticipate lengthy TDY's or frequent absence from the

(Over, please)

ADMINISTRATIVE - INTERNAL USE ONLY

classes should not apply. Performance will be evaluated at the end of training, and the evaluation will be made part of the permanent training record. A proficiency test will be required at the end of training according to criteria determined by the Language School.

Form 73, "Request for Internal Training," is to be used to apply for a BAHLT course. Applicants should designate the language and course desired, 91H for first-year courses, 92H for second-year courses at Headquarters, and 92C for second-year Spanish, at Chamber of Commerce Building. Applicants with previous study or experience in the language should describe this fully under "Remarks." No applications will be accepted after 17 August 1973.

STATINTL

Further information may be obtained from [REDACTED]
OTR/LS, extension 3271.